

Virginia

GUIDE TO RESTORATION OF VOTING RIGHTS



We express our gratitude to Richmond Community Action Program (RCAP), Skilled Training Employment Placement Upward Progress (STEP-UP), Total Action Against Poverty (TAP), and Virginia Citizens United for Rehabilitation of Errants (Virginia C.U.R.E.), as partners in a statewide campaign to help thousands of citizens with felony convictions to regain their right to participate in our democracy.

We would also like to express our deep appreciation to Cooley Godward LLP for their significant contributions in the researching and preparation of the Virginia Guide to Restoration of Voting Rights.



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**For voting restoration assistance call
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GENERAL INFORMATION

In Virginia, any individual convicted of a felony, whether in Virginia or another state, loses certain civil rights. This handbook primarily addresses how to regain these rights. There are three different ways to apply to get one's voting rights back:

- A) **Short application for non-violent offenses (including drug possession);**
- B) **Long application for violent, drug (distribution, sale, manufacturing), election law and all other offenses; and**
- C) **Petition to the court for non-violent offenses.**

SOME COMMON QUESTIONS:

SHOULD AN INDIVIDUAL COMPLETE AN APPLICATION OR A PETITION?

Most people complete the short application for non-violent offenses (including drug possession) or the long application for violent, certain drug and election law offenses and apply directly to the Secretary for the Commonwealth ("Secretary"). The application process is easier and more straightforward than petitioning. If granted, the individual's right to vote, to serve on a jury, to hold public office, and to serve as a notary public are restored. Petitioning the circuit court may be a quicker process, but it only restores voting rights and does not restore other rights. In addition, after the voting rights petition is approved by the court, the petition must still be submitted to the Secretary for approval by the Governor.

The restoration of rights through the application directly to the Secretary takes approximately six months after the completed application is submitted. Applications are reviewed in the order in which they are received. Applicants are encouraged to make certain that their applications contain all the required materials. For the petitioning process, if the petition is approved by the court, the Governor's decision, whether approving or rejecting the request, must be provided to the applicant within 90 days of the court's ruling. The 90-day time limit, however, is not firmly observed.

IS THE RESTORATION OF RIGHTS A PARDON?

No. The civil rights restored through the process described in this handbook include the right to register to vote, hold public office, serve on a jury and serve as a notary public. Unlike a pardon, restoration of rights does not expunge or clear an individual's record. A person who has been convicted of a felony, however, must first have these rights restored in order to be considered for a pardon. As defined by the Secretary of the Commonwealth in the long application instructions, a pardon is "an act of forgiveness and is granted only in exceptional cases."

DOES THE INDIVIDUAL GET HIS/HER RIGHT TO CARRY A FIREARM BACK THROUGH THIS PROCESS?

It is unlawful for any person previously convicted of a felony to possess or transport a firearm or to carry a concealed weapon. In order to restore this right, the individual must first receive a restoration of rights through the Secretary's Office (as provided here) and then obtain relief through the courts. The individual must successfully petition the circuit court of the jurisdiction where s/he resides for a permit to possess and carry a firearm. The court, in its discretion and with good cause shown, can grant a petition and issue a permit.

WHERE CAN MORE INFORMATION ABOUT THE APPLICATION PROCESS BE FOUND?

Information about this process and applications can be found at www.advancementproject.org and <http://www.soc.state.va.us/Clemency/clemency.cfm>. Individuals can also contact Advancement Project at (202) 728-9557, Virginia CURE at (703) 765-6549, TAP at (540) 345-6781, STEP UP at (757) 588-3151, or RCAP at (804) 788-0050 for assistance. Each of these groups can also be reached through our toll free number (800) 388-6744.

SHORT APPLICATION FOR NON-VIOLENT CONVICTIONS (INCLUDING DRUG POSSESSION)

Need to answer yes to all of the below questions in order to successfully submit short application:

- (1) Was conviction for a felony offense?**
- (2) Was it a non-violent offense (and not an election or drug manufacturing, sale or distribution offense)?**
- (3) Has it been at least three years since completion of the felony sentence?**
- (4) Has it been at least three years since any subsequent conviction, excluding drunk driving convictions, whether felony or misdemeanor?**
- (5) Has the individual been free from any drunk driving conviction for at least FIVE YEARS?**
- (6) Have all court costs, fines and restitution been paid?**

Note: Even if all of the answers to above questions are yes, Governor still has discretion to reject application.

(1) Was the conviction for a felony offense?

Certain civil rights, including voting rights, are only taken away for felony convictions, whether under state or federal law. Misdemeanor offenses do not strip an individual of his/her right to vote. If the individual was convicted of a felony offense, proceed to question 2.

Note: If it is not known whether the offense was a felony or a misdemeanor, please consult the Clerk of the Court in the Court where the person was convicted. A table containing the contact information for the Clerks of each of Virginia's Circuit Courts is attached as Attachment D.

(2) Was the conviction for a non-violent offense?

When applying to the Secretary of the Commonwealth for restoration, the required application to be completed differs depending on the nature of the offense. Individuals with convictions for non-violent offenses complete simpler applications than those with convictions for violent, drug (distribution, sale, manufacturing) or election law offenses. If it was a non-violent offense and certain qualifications are met, then the short application can be used. If the offense was non-violent, proceed to question 3 to determine whether the required qualifications have been met. If the offense in question was either a violent, drug (distribution, sale or manufacturing) or election law offense, proceed to long application section on page 15.

Note: There are no definitions of the different categories of offenses. The Secretary makes eligibility determinations on a case-by-case basis. For violent offenses, the Secretary of the Commonwealth's Office has indicated that an offense will most likely be categorized as violent if there was a threat of harm to others during the commission of the offense. If you are not clear on how to categorize an offense, the Secretary of the Commonwealth's Office recommends that you contact them for assistance at (804) 786-2441 ext. 128.

(3) Has it been at least three years since the individual's sentence for the felony conviction was completed (including suspended sentences, parole and probation)?

If yes, proceed to question 4. If no, individual must wait until this time period has passed before applying.

(4) Has it been at least three years since any subsequent conviction, excluding drunk driving convictions, whether felony or misdemeanor?

If yes, proceed to question 5. If no, individual needs to submit long application. See page 15, long application.

(5) Has the individual been free from any drunk driving conviction for at least FIVE YEARS?

If yes, proceed to question 6. If no, individual needs to submit long application. See page 15, long application.

(6) Have all court costs, fines and restitution been paid?

If yes, individual may complete short application form. See Attachment A. If no, these costs must be paid in order to submit an application.

LONG APPLICATION FOR VIOLENT, DRUG, ELECTION LAW, AND ALL OTHER OFFENSES

For violent, drug and election law felony offenses, successful use of the long application requires an answer of yes to the following questions:

- (1) Was conviction for a felony offense?**
- (2) Has it been at least five years since completion of felony sentence (including suspended sentences, probation and parole)?**
- (3) Have there been no subsequent convictions for felony or misdemeanor offenses in the last five years?**
- (4) Have all court costs, fines, and restitution been paid?**

Note: Even if all of the answers to above questions are yes, Governor still has discretion to reject application.

(1) Was conviction for a felony offense?

Certain civil rights, including voting rights, are only taken away for felony convictions, whether under state or federal law. Misdemeanor offenses do not strip an individual of his/her right to vote. If the individual was convicted of a felony offense, proceed to question 2.

Note: If it is not known whether the offense was a felony or a misdemeanor, please consult the Clerk of the Court in the Court where the person was convicted. A table containing the contact information for the Clerks of each of Virginia's Circuit Courts is attached as Attachment D.

(2) Has it been at least five years since completion of felony sentence (including suspended sentences, probation and parole)?

If yes, proceed to question 3. If no, the individual must wait until this time period has passed before applying.

Note: Technically this question refers only to the felony conviction. If there was a misdemeanor sentence, however, that has not been completed for at least five years, the application will most likely not be approved.

(3) Have there been no subsequent convictions for felony or misdemeanor offenses in the last five years?

If no, proceed to question 4. If yes, individual must wait until this time period has passed before applying.

Note: Technically this question only refers to convictions. If however, the individual has a misdemeanor case that was continued and is scheduled to be dismissed, the application will most likely not be approved until the dismissal occurs. Generally this circumstance arises when an individual is charged with a misdemeanor and the court decides to continue (postpone) the case for a period of time. If the individual has not been charged with any subsequent offenses during the period of postponement, the court will then dismiss the case, effectively throwing out the charges against the individual.

(4) Have all court costs, fines, and restitution been paid?

If yes, complete long application where proof of payment of all court costs, fines, and restitution, etc. will be required. See Attachment B. If no, costs, fines, and restitution must be paid to submit an application.

PETITION TO COURT FOR NON-VIOLENT OFFENSES

A petition is simply a request for restoration of voting rights submitted to the court.

In deciding whether to approve a Petition, the court will evaluate answers to the following questions:
In order to successfully petition the court, the answers to the following questions should be “yes.”

- (1) Was conviction for a felony offense?
- (2) Was the felony conviction for a non-violent offense?
- (3) Has it been at least 5 years since completion of the felony sentence (including suspended sentence, probation and parole)?
- (4) Have there been no other subsequent criminal convictions for felony or misdemeanor offenses (excluding traffic violations) in the last five years?
- (5) Has the person demonstrated civic responsibility through community or comparable service?

Note: Even if petition is approved by court, Governor still has discretion to reject application.

(1) Was conviction for a felony offense?

Certain civil rights, including voting rights, are only taken away for felony convictions, whether under State or Federal law. Misdemeanor offenses do not strip an individual of their right to vote. If the individual was convicted of a felony offense, proceed to question 2.

Note: If it is not known whether the offense was a felony or a misdemeanor, please consult the Clerk of the Court in the Court where the person was convicted. A table containing the contact information for the Clerks of each of Virginia’s Circuit Courts is attached as Attachment D.

(2) Was conviction for a non-violent offense?

Individuals with felony violent, drug and/or election law offenses as defined by statute cannot petition the court. To determine whether the offense in question meets one of these categories, see Attachment C for a full list of offenses that meet this classification. (Also, see below).

If no, then you cannot submit a petition to the Circuit Court. Your only recourse is to submit the long application to the Secretary. If yes, then proceed to question 3.

Note: As described above, violent, drug, and election law offenses are defined for the petitioning process. This is different than the case-by-case determination used in the application process.

Note: As described above, this option is unavailable to individuals convicted of the following offenses:

1. Any violent act as defined in Va. Code Ann. § 19.2-297.1 or any crime listed in subsection C of Va. Code Ann. § 17.1-805. Each of these provisions contains a lengthy listing of specific crimes and should be reviewed before filing a petition to ensure that the individual is eligible for reinstatement using this process.
2. Any drug conviction under Va. Code Ann § 18.2-248, § 18.2-248.01, § 18.2-248.1, § 18.2-255, § 18.2-255.2, or § 18.2-258.02. These provisions include the sale, manufacture, distribution, or possession with intent to distribute of any illegal drug, among other violations.
3. Election fraud under Va. Code Ann. § 24.2-1016.

****A full listing of the specific offenses that disqualify individuals from restoring their voting rights through the courts is contained in Attachment C.**

(3) Did the individual complete his/her felony sentence (including suspended sentence, probation and parole at least five years ago?

If yes, proceed to question 4. If no, then the court will most likely reject the petition. Your only recourse is to submit the short application to the Secretary's Office.

(4) Has the individual been convicted of a criminal offense (excluding traffic violations) in the past five years?

If no, then proceed to number 6. If yes, then the court will most likely reject the petition.

(5) Has the person demonstrated civic responsibility through community or comparable service?

This question requires a more subjective interpretation by the court. If the court thinks civic responsibility has been demonstrated, it will proceed to question 5. If no, then the court will most likely reject the petition.

In what form should petition be submitted?

A form petition that may be used as a guide is attached as Attachment E.

Where should petition be submitted?

Complete and submit petition to the circuit court in the city or county in which the individual was convicted or in which they currently reside.

Where should an approved petition be sent?

If approved, the petition should then be submitted to:

Secretary of the Commonwealth

Attn: Clemency Division

Post Office Box 2454

Richmond, Virginia 23218-2454

After the Secretary's Office determines that the applicant meets the eligibility requirements, the petition is forwarded to the Governor for final approval.

REGISTERING TO VOTE

Congratulations!! Once an individual's voting rights have been restored, all that is left to do in order to be able to vote is to complete the voter registration application. This form can be found in Attachment E. All questions on an application must be completed. If any requested information in the application does not apply to the voter, the individual should write or check "none" or "N/A." Only fully completed applications will be accepted. For the felony conviction question, check yes and indicate the date of restoration of voting rights. Also, make sure to sign and date application at the bottom of the form.

Applications should be mailed to the individual's local registration office. Telephone numbers and addresses of the local registration office can be found in the phone book under the local government section or by calling the Virginia State Board of Elections at (800) 552-9745.

Accepted registrations will be followed by a voter registration card. A denial letter will be sent to all individuals whose applications are rejected. Individuals who do not receive either a voter registration card or a denial letter should contact their local registration office.

The Virginia State Board of Elections provides additional information on its website at www.sbe.state.va.us/VotRegServ/reg2vote.htm. They can also be reached at (800) 552-9745. Advancement Project is also available to assist to answering questions at (202) 728-9557 or ap@advancementproject.org.

IMPORTANT: All applications must be postmarked or delivered to the individual's voter registration or DMV office no later than 29 days before the election in which someone would like to vote.

ATTACHMENT A

INSTRUCTIONS FOR COMPLETING THE SHORT APPLICATION FOR RESTORATION OF VOTING RIGHTS

<p>To apply for restoration of rights, you must:</p> <ul style="list-style-type: none"> • Be a resident of Virginia, or • Have been convicted of a felony in a Virginia court, a U.S. District Court, or a military court • Have paid all costs, fines, and/or restitution associated with your convictions • Complete a three year waiting period after all court obligations have been fulfilled – for nonviolent felony convictions, or • Complete a five year waiting period after all court obligations have been fulfilled – for violent felony convictions 	<p>PLEASE READ CAREFULLY:</p> <p>Persons who have been convicted of a <i>violent offense</i>, a <i>drug manufacturing or distribution offense</i> or an <i>election law offense</i> are not eligible for this process using this form.</p> <p>Call (804) 786-2441 or go online to www.commonwealth.virginia.gov to get the appropriate form.</p> <p>If you do not have accurate information to complete this form, you may attach a <u>certified copy</u> of the order of conviction/sentence from the court. Provide the same information for each misdemeanor conviction <u>after</u> the most recent felony conviction.</p>
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The civil rights restored through this process include the rights to:

- Register to vote
- Hold public office
- Serve on a jury
- Serve as a notary public.

The restoration of rights does not restore the right to possess a firearm.

The restoration of rights does not expunge a criminal conviction.

This is not a pardon. A person who has been convicted of a felony must first have his or her rights restored in order to be considered for a pardon.

The Governor has sole discretion to restore civil rights. There is no process for appealing his decision. Only complete and accurate applications will be considered and incorrect or misleading information may result in the denial of the application. A person who has been denied may not reapply for two years.

If you have any questions regarding this procedure, please call (804) 786-2441, Ext. 128 or write to the address shown on this letter.

**For voting restoration assistance call
1.800.388.6744**



Application for Restoration of Rights For Certain Non-violent Offenders

Name as Known Now (Please Print): _____

Name as Convicted (Please Print): _____

Date of Birth: _____ Social Security Number: _____

Street Address: _____

City and State: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Offense(s): _____

Court: _____ County/State: _____

Date of Conviction: _____ Date of Sentence: _____

Original sentence as written in the conviction/sentence order on the date of sentencing:

Instructions: This affidavit must be ***signed in the presence of a notary public*** or other official empowered to administer an oath.

AFFIDAVIT

I, the undersigned, do solemnly swear (or affirm) that the information on this application, including all attachments, is complete, accurate, and true.

Signature of Applicant

Commonwealth of Virginia

City/County of _____

Subscribed and sworn before me this _____ day of _____ year _____.

Notary Public

My Commission Expires: _____

**For voting restoration assistance call
1.800.388.6744**



ATTACHMENT B

COMPLETING THE LONG APPLICATION FOR RESTORATION OF VOTING RIGHTS

The instructions and application materials for the Long Application for restoration of voting rights were obtained from the Secretary of the Commonwealth of Virginia website. Therefore, the materials are presented in the exact manner in which obtained and will maintain the original page numbering and formatting for your convenience.

**For voting restoration assistance call
1.800.388.6744**



SECRETARY of the COMMONWEALTH

APPLICATION AND INSTRUCTIONS FOR RESTORATION OF CIVIL RIGHTS

PLEASE READ CAREFULLY:

Persons who have been convicted of a violent offense, a drug manufacturing or distribution offense or an election law offense must fill out this form to apply for restoration of rights.

Current policy states that in order to be eligible for the restoration of rights by Governor Mark R. Warner, an applicant must be free from any sentence, suspended sentence, probation and parole, or supervised release and not have any convictions or charges pending for a period of five years immediately preceding the application. No application is considered if there is a charge of Driving While Intoxicated for a period of five years immediately preceding the application.

To apply for restoration of rights, you must:

- Be a resident of Virginia, or
- Have been convicted of a felony in a Virginia court, a U.S. District Court, or a military court, and
- Have paid all costs, fines, and/or restitution associated with your convictions.

The Secretary of the Commonwealth will conduct a criminal history check on all applicants.

The civil rights restored through this process include the rights to:

- Register to vote
- Hold public office
- Serve on a jury
- Serve as a notary public.

The restoration of rights does not restore the right to possess a firearm.

The restoration of rights does not expunge a criminal conviction.

This is not a pardon. A person who has been convicted of a felony must first have his or her rights restored in order to be considered for a pardon.

The Governor has sole discretion to restore civil rights. There is no process for appealing his decision. Only complete and accurate applications will be considered and incorrect or misleading information may result in the denial of the application. A person who has been denied may not reapply for two years.

This packet contains the necessary forms to petition the Governor for the restoration of your rights. Please read all information and instructions carefully.

If you think you are eligible to have your rights restored, complete all the forms, assemble the documents, and return them to this office. There are no costs or fees required of you as a petitioner.

If you have questions about your eligibility, contact:

Restoration of Rights
Secretary of the Commonwealth
P. O. Box 2454
Richmond, VA 23218
Phone (804) 786-2441, Ext. 128

THE SECRETARY OF THE COMMONWEALTH WILL NOT ACCEPT INCOMPLETE
APPLICATIONS

QUESTIONS AND ANSWERS ABOUT RESTORATION OF CIVIL RIGHTS

HOW DO I KNOW IF I HAVE LOST MY CIVIL RIGHTS?

You have lost your civil rights if you have ever been convicted of a felony in:

- Any Virginia court;
- Any court of any other state or the District of Columbia;
- Any federal court;
- Any court of an associated commonwealth, territory, or possession of the United States.

You have not lost your civil rights if you have only been convicted of a misdemeanor or misdemeanors.

HOW DO I KNOW IF A CONVICTION WAS A FELONY?

Request a copy of your sentencing order from the clerk of the circuit court in which you were convicted. The sentencing order will state the charge for which you were convicted, the sentencing date, and the original sentence information

HOW DO I KNOW IF I AM ELIGIBLE TO HAVE MY RIGHTS RESTORED?

You are eligible if you:

- Have completed all prison or jail terms;
- Are not under probation or parole supervision, or any suspended sentence;
- Have no pending charges in any locality;
- Have paid all fines, restitution, and/or court costs for any convictions; and
- Have been free of any suspended sentence, parole or probation for the last five years.

If you do not know the status of a suspended sentence, fines, restitution, or court costs, consult the clerk of the court in which you were convicted.

WHAT IF I STILL OWE COURT COSTS?

If you are still under an order to pay court costs, fines, or restitution as a condition of your sentence, you may not have your rights restored. You must show proof of payment of all court costs, fines, or restitution before being eligible to apply for restoration of your civil rights.

WHAT IS THE DIFFERENCE BETWEEN A RESTORATION OF RIGHTS AND A PARDON?

Restoration of civil rights, if granted, will fully restore citizenship. It removes all civil disabilities and disqualifications imposed as a result of a felony conviction. These rights include the right to vote, to run for and hold public office, to serve on juries, and to serve as a Notary Public. A restoration of rights allows you to apply for a pardon.

A pardon is an act of official forgiveness and is granted only in exceptional cases. It often serves as a means for the petitioner to advance in employment, education, and self-esteem.

WILL THE RESTORATION OF MY CIVIL RIGHTS RESTORE MY RIGHTS TO POSSESS OR TRANSPORT ANY FIREARM OR TO CARRY A CONCEALED WEAPON?

No. A person convicted of a felony under the laws of Virginia, or any other state or under federal law may not possess or transport any firearm, or carry a concealed weapon (defined to include both handguns and long guns).

To regain state firearms privileges, a convicted felon may apply to the circuit court of his residence for a permit to possess or carry a firearm. The court “in its discretion and for good cause shown” may grant the petition.

While the Governor has the authority to restore state firearms privileges expressly by a pardon or through restoration of political rights, he does not customarily do so.

INSTRUCTIONS

APPLICATION for RESTORATION of CIVIL RIGHTS

Item A: Print your full name, as you are now known. If you have ever changed your name, see instructions for Item B.

Item B: If you have ever had your name legally changed since the time of a prior conviction, print the name under which you were convicted. Also, if you were ever convicted under an alias, print the alias name on this line.

Item C: Print your date of birth and Social Security Number.

Item D: If you were an inmate in the Virginia Department of Corrections, print your prison number on this line. If you were an inmate in any other system, print the name of the state or other authority beside the number.

Item E: Print your present home address street number or post office box.

Item F: Print the city and state where you reside.

Item G: Print your mailing address if different from above.

Item H: Print your present home and work telephone numbers, including the area codes.

Item I: Print the name of your present employer.

Item J: Print your employer's address.

Obtain a letter from your most recent probation or parole officer outlining your period of supervision. This letter should be addressed to the Governor, c/o Secretary of the Commonwealth, and mailed with your application. If your officer has retired or no longer working in the probation office, call the probation office that you reported to and explain to them that you are applying to have your rights restored. They will know what type of letter to send to this office. A copy of your pre-sentence or post-sentence report, if available, should accompany your application. This can be submitted from your probation /parole officer or from the court in which you were convicted. If there is no pre-sentencing or post-sentencing report, you must obtain a letter on the court's or probation office letterhead indicating it is not available.

It is very important that you list each felony conviction on your record. Your application will be rejected if this information is not complete.

If you do not have this information, you may obtain it from your probation parole officer or the Clerk of the Court in which you were convicted.

If you cannot list all convictions on the application, put the remainder on separate sheet of paper and attach this to the application.

Your application cannot be processed until you have furnished certified copies of every order of conviction in your record. These may be obtained from the Clerk of the Court in which you were convicted.

Attach certified copies of every sentencing order obtained from your probation/parole officer or from the Court in which you were convicted. NOTE: Your order of conviction and sentencing order may be the same document.

If you have ever had a sentence terminated by any court, or if you have ever had your parole or probation terminated, you should obtain certified copies of any court order or other official document modifying that term. Print the number of documents of this type on the line.

IF YOUR ANSWER TO THE QUESTION IN LINE 10 IS "NO," YOU ARE NOT ELIGIBLE TO APPLY AT THIS TIME.

LETTER OF PETITION

Read and sign the letter of petition. Be sure to put the date on the proper line.

LETTERS OF REFERENCE

Take the three (3) letters of reference to three (3) reputable people who live in your home community. Be certain these are people who know you well enough to certify your good character. Good people to ask for references might be:

- Your employer or job supervisor;
- A local businesswoman or businessman;
- Your minister, priest, rabbi, or other spiritual advisor;
- A leader of a local civic group;
- A state or local public official; or
- A law enforcement officer.

Have each person answer the questions in the letter and sign and date it at the bottom.

Ask each person to return the letter to you. You must return the three (3) letters with your application.

NOTE: Family member or in-laws may NOT sign these letters of reference. It is not necessary to explain the purpose of the letter of reference to the people who sign it, but they may wish to know. The decision to tell them is up to you.

PERSONAL LETTER (DETAILS OF OFFENSE LETTER)

Please provide the Governor with a personal account of the circumstances surrounding your conviction(s), how your life has changed since then, if you are involved in any community activities, and, why, in particular, you feel your rights should be restored.

Mail your application to:

Restoration of Rights
Secretary of the Commonwealth
P. O. Box 2454
Richmond, VA 23218

Make certain you have included the following:

- ☐ The application, completely filled out, signed and notarized;
- ☐ Certified copies of all felony court orders and sentencing reports;
- ☐ Certified proof of payment for any fines, restitution and/or court cost;
- ☐ The letter of petition, signed and dated;
- ☐ Three letters of reference, completed, signed and dated by three (3) Reputable citizens;
- ☐ A current letter from your most recent probation/parole officer, Addressed to the Governor, outlining your period of supervision;
- ☐ A copy of your pre-sentence or post-sentence report (This needs to be Forwarded to this office by your probation or parole officer.); and
- ☐ A personal letter to the Governor (Details of Offense Letter).

Application for Restoration of Civil Rights

Before filling out this application, read the instructions in the booklet and print or type the complete information in each blank. If a question does not apply, put "N/A" in the blank. Attach certified copies of all required documents to this application. The affidavit on the reverse side must be signed in the presence of a notary public or other official empowered to administer oaths.

A. Name as Known Now (Please Print): _____

B. Name as Convicted (Please Print): _____

C. Date of Birth: _____ Social Security Number: _____

D. Prison Number (if any): _____

E. Home Address: _____

F. City and State: _____

G. Mailing Address: _____

H. Home Phone: _____ Work Phone: _____

I. Present Employer: _____

J. Employer's Address: _____

Offense(s): _____

Court: _____ County/State: _____

Date of Conviction: _____ Date of Sentence: _____

Original sentence as written in the conviction/sentence order on the date of sentencing:

NOTE: If you have more than one (1) conviction, provide the same information about each conviction on a separate sheet, and attach the sheet to this application. Check here if you have more than one felony conviction. ____

1. If you were on supervised probation or parole, obtain a letter from the District Probation and Parole Office outlining your period of supervision. If a presentence report was prepared, ask them to send a copy directly to this office.
2. Attach a certified copy of the conviction order for each felony conviction. ____
3. Attach a certified copy of the sentencing order for each felony conviction. ____
4. Attach a certified copy of each order that modifies or changes the sentencing order for each felony conviction. This includes any order reducing or terminating any sentence, suspended sentence, or any

Application for Restoration of Civil Rights

5. Attach a Details of Offense Letter addressed to Governor Mark R. Warner. ____
 6. Attach a copy of the order from the Virginia Parole Board, or a letter from the Parole Office, terminating your parole period. ____
 7. Have you ever had your rights restored for any criminal conviction in Virginia or any other state?
____YES (Attach document) ____NO
 8. Have you ever had been granted a pardon for any criminal conviction in Virginia or any other state?
____YES (Attach document) ____NO
 9. Attach certified receipt of proof of payment of any fines, court costs, or restitution. ____
 10. Have you been free of any sentence, suspended sentence, probation or parole, or supervised release for a minimum of five (5) years? ____YES ____NO
-
-

Instructions: This affidavit must be ***signed in the presence of a notary public*** or other official empowered to administer an oath.

AFFIDAVIT

I, the undersigned, do solemnly swear (or affirm) that the information on this application, including all attachments, is complete, accurate, and true.

Signature of Applicant

Commonwealth of Virginia
City/County of _____

Subscribed and sworn before me this ____ day of _____ year _____.

Notary Public

My Commission Expires: _____

Restoration of Rights
Secretary of the Commonwealth
P. O. Box 2454
Richmond, VA 23218

LETTER OF PETITION

Governor of Virginia
c/o Secretary of the Commonwealth
Post Office Box 2454
Richmond, VA 23201-2454

Dear Governor:

I am enclosing my application for the restoration of my civil rights. **I understand that an incomplete application will not be accepted and will be returned to me.** I am also enclosing copies of all my orders of conviction and sentencing, and all other required documents. In addition, I am submitting three letters of reference from reputable citizens who can attest to my character.

I believe that my application will prove that I have earned the right to have my civil rights restored. I understand, however, that the decision to restore my rights is yours alone.

Thank you for your consideration.

Respectfully submitted,

Signature of Applicant

Date of Application: _____

Address: _____

**For voting restoration assistance call
1.800.388.6744**



LETTER OF REFERENCE

Print Name

Occupation/title

Address

Address

Date

Governor of Virginia
c/o Secretary of the Commonwealth
Post Office Box 2454
Richmond, VA 23218-2454

Dear Governor:

I am writing at the request of _____,
whom I have known personally for _____ years. I am not a relative by birth or by
marriage, and I believe that he/she is a law abiding citizen of good character. My relationship with the
applicant is _____, and I have enclosed additional
comments below.

I hope this information will be of service to you.

Respectfully,

Signature of Reference

Comments:

**For voting restoration assistance call
1.800.388.6744**



LETTER OF REFERENCE

Print Name

Occupation/title

Address

Address

Date

Governor of Virginia
c/o Secretary of the Commonwealth
Post Office Box 2454
Richmond, VA 23218-2454

Dear Governor:

I am writing at the request of _____,
whom I have known personally for _____ years. I am not a relative by birth or by
marriage, and I believe that he/she is a law abiding citizen of good character. My relationship with the
applicant is _____, and I have enclosed additional
comments below.

I hope this information will be of service to you.

Respectfully,

Signature of Reference

Comments:

**For voting restoration assistance call
1.800.388.6744**



LETTER OF REFERENCE

Print Name

Occupation/title

Address

Address

Date

Governor of Virginia
c/o Secretary of the Commonwealth
Post Office Box 2454
Richmond, VA 23218-2454

Dear Governor:

I am writing at the request of _____,
whom I have known personally for _____ years. I am not a relative by birth or by
marriage, and I believe that he/she is a law abiding citizen of good character. My relationship with the
applicant is _____, and I have enclosed additional
comments below.

I hope this information will be of service to you.

Respectfully,

Signature of Reference

Comments:

**For voting restoration assistance call
1.800.388.6744**



ATTACHMENT C

OFFENSES FOR WHICH VA COURTS CANNOT BE USED TO RESTORE VOTING RIGHTS

Offense	VA Code Provision
First and second degree murder and voluntary manslaughter	18.2-30, et seq.
Mob-related felonies	18.2-38, et seq.
Kidnapping or abduction felonies	18.2-47, et seq.
Malicious felonious assault or malicious bodily wounding	18.2-51, et seq.
Felony criminal sexual assault	18.2-61, et seq.
Arson when structure occupied	18.2-77, 18.2-79
Capital murder	18.2-31
First and second degree murder	18.2-32
Felony homicide	18.2-33
Voluntary manslaughter	18.2-35
Aggravated involuntary manslaughter	18.2-36.1(B)
Mob lynching	18.2-40
Mob shooting, stabbing, etc., with intent to kill	18.2-41
Shooting, stabbing, etc., with intent to kill	18.2-51
Malicious bodily injury to law enforcement officers	18.2-51.1
Aggravated malicious wounding	18.2-51.2
Reckless endangerment of other by throwing objects from high places	18.2-51.3
Malicious bodily injury by caustic substance or explosive	18.2-52
Possession of infectious biological substances	18.2-52.1
Shooting, etc. in committing or attempting a felony	18.2-53
Use or display of firearm in committing a felony	18.2-53.1
Attempts to poison	18.2-54.1
Adulteration of food, drink, drugs, cosmetics, etc.	18.2-54.2
Bodily injury caused by prisoners, probationers, or parolees	18.2-55
Felony assault and battery against a family or household member	18.2-57.2
Felony threatening the Governor or his family	18.2-60.1
Felony stalking	18.2-60.3
Rape	18.2-61
Carnal knowledge of certain minors	18.2-64.1
Forcible sodomy	18.2-67.1
Object sexual penetration	18.2-67.2
Marital sexual assault	18.2-67.2:1
Aggravated sexual battery	18.2-67.3
Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery	18.2-67.5

Offense	VA Code Provision
Third misdemeanor conviction of sexual battery or attempted sexual battery	18.2-67.5:1
Class 4 felony Carnal knowledge of child between 13 and 15 years of age	18.2-63
Burning or destroying dwelling house, etc., if occupied	18.2-77(A)
Class 3 felony burning or destroying meeting house	18.2-79
Class 3 felony burning or destroying any other structure	18.2-80
Burglary	18.2-89
Entering dwelling house, etc. with intent to commit murder, rape, or robbery	18.2-90
Entering dwelling house, etc. with intent to commit larceny, assault and battery, or other felony	18.2-91
Breaking and entering dwelling house with intent to commit other misdemeanor	18.2-92
Entering bank, armed, with intent to commit larceny	18.2-93
Felony personal trespass by computer	18.2-152.7
Class 4 felony obstructing or injuring canal, railroad, power line, etc.	18.2-153
Class 4 felony shooting at or throwing missiles, etc. at train, car, vessel, etc.	18.2-154
Class 4 felony injuring, etc., signal used by railroad	18.2-155
Felony damage or trespass to public services or utilities	18.2-162
Discharging firearms or missiles within or at occupied building or dwelling house	18.2-279
Willfully discharging firearms in public places, at or near a school	18.2-280
Setting spring gun or other deadly weapon	18.2-281
Shooting from vehicle so as to endanger persons	18.2-286.1
Use of machine gun for crime of violence	18.2-289
Use of machine gun for aggressive purpose	18.2-290
Felony pointing holding or brandishing firearm or object similar in appearance so as to induce fear in the mind of another of being shot	18.2-282
Possession or use of sawed-off shotgun in commission of crime of violence	18.2-300
Felony possession of firearm, stun weapon, or other weapon on school property	18.2-308.1
Felony possession or transportation of firearms or concealed weapons by convicted felons	18.2-308.2
Violations of prohibitions on selling firearms to certain persons	18.2-308.2:1
Purchase of a firearm with intent to resell to certain persons; or solicitation, by a person ineligible to purchase a firearm, of another to purchase a firearm on his or her behalf	18.2-308.2:2
Use or attempted use of restricted ammunition in commission or attempted commission of crimes	18.2-308.3
Illegal use of tear gas, phosgene and other gases	18.2-312
Taking, detaining, etc. a person against their will for prostitution etc.; consenting as a parent or guardian to the taking, detaining, etc. of a person for prostitution, etc.	18.2-355
Detaining male or female in bawdy place against his or her will	18.2-358
Sodomy with an immediate relative	18.2-361

Offense	VA Code Provision
Fornication with an immediate relative	18.2-366
Placing or leaving wife for prostitution	18.2-368
Taking indecent liberties with children	18.2-370
Taking indecent liberties with child by person in custodial or supervisory relationship	18.2-370.1
Willful abuse and neglect of children causing serious injury to life or health	18.2-371.1(A)
Felony abuse and neglect of incapacitated adults, resulting in serious bodily injury or disease	18.2-369
Production, publication, sale, possession with intent to distribute, financing, etc., of sexually explicit items involving children	18.2-374.1
Felony possession of child pornography	18.2-374.1:1
Use of electronic means to facilitate certain offenses involving children	18.2-374.3
Any second or subsequent offense for employing or permitting a minor to assist in any obscenity related offense	18.2-379
Felony rioting	18.2-405
Felony unlawful assembly	18.2-406
Conspiracy to incite, etc., a riot	18.2-408
Commission of certain offenses in county, city, or town declared by Governor to be in state of riot or insurrection	18.2-413
Injury to property or persons by persons unlawfully or riotously assembled	18.2-414
Paramilitary activity	18.2-433.2
Felony obstruction of justice	18.2-460
Felony delivery of drugs, firearms, explosives, etc. to prisoners	18.2-474.1
Felony escapes from juvenile facility	18.2-477.1
Prisoner escaping from jail	18.2-477
Escape from jail or custody by force or violence without setting fire to jail	18.2-478
Escape without force or violence or setting fire to jail	18.2-479
Escape, etc., by setting fire to jail	18.2-480
Conspiring to incite one race to insurrection against another race	18.2-485
Felonies by prisoners	53.1-203
Felony manufacturing, selling, giving, distributing or possessing with intent to manufacture, sell, give or distribute a controlled substance or an imitation controlled substance	18.2-248
Felony transporting controlled substances into Virginia	18.2-248.01
Felony sale, gift, distribution, or possession with intent to sell, give or distribute marijuana	18.2-248.1
Felony distribution of certain drugs to persons under 18	18.2-255
Felony sale of drugs on or near certain properties	18.2-255.2
Felony maintaining a fortified drug house	18.2-258.02
Felony making of false statement in connection with election forms, etc.	24.2-1016

**For voting restoration assistance call
1.800.388.6744**



ATTACHMENT D

CIRCUIT COURTS OF VIRGINIA¹

COUNTY/CITY	CLERK	ADDRESS	PHONE
Accomack	Samuel H. Cooper Jr.	P.O. Box 126 Courthouse Road Accomack, VA 23301-0126	Tel: 757/787-5776 Fax: 757/787-1849
Albemarle	Shelby J. Marshall	Albemarle County Courthouse Court Square 501 East Jefferson Street Charlottesville, VA 22902	Tel: 434/972-4083 434/972-4085 Fax: 434/293-0298
Alexandria	Edward Semonian Jr.	Courthouse 520 King Street Alexandria, VA 22314	Tel: 703/838-4044 Fax:
Allegheny	Michael D. Wolfe	Alleghany County Courthouse 266 W. Main Street P.O. Box 670 Covington, VA 24426-0670	Tel: (540) 965-1730 Fax:
Amelia	Marilyn Wilson	P. O. Box 237 Courthouse Square Amelia, VA 23002-0237	Tel: 804/561-2128 Fax: 804/561-6364
Amherst	Roy C. Mayo III	P. O. Box 462 113 Taylor Street Amherst, VA 24521	Tel: 434/946-9321 Fax: 434/946-9323
Appomattox	Barbara R. Williams	P. O. Box 672 Court Street Appomattox, VA 24522-0672	Tel: 434/352-5275 Fax: 434/352-2781
Arlington		1425 N. Courthouse Road, Sixth Floor, Suite 6700 Arlington, VA 22201	Tel: 703-228-7010 (Civil) Fax:
Augusta	John B. Davis	P. O. Box 689 Augusta County Courthouse 1 East Johnson Street Staunton, VA 24402-0689	Tel: 540/245-5321 Fax: 540/245-5318
Bath	Darlene W. Carpenter	P. O. Box 180 Courthouse Warm Springs, VA 24484-0180	Tel: 540/839-7226 Fax: 540/839-7248
Bedford	Carol W. Black	123 East Main St. Suite 201 Bedford, VA 24523 Judges' Address: 123 East Main St., Suite 301	Tel: 540/586-7632 Fax: 540/586-6197
Bland	Ronald B. Hall	P. O. Box 295 Bland, VA 24315-0295	Tel: 276/688-4562 Fax: 276/688-4562
Botetourt	Tommy L. Moore	P. O. Box 219 Courthouse Main Street Fincastle, VA 24090-0219	Tel: 540/473-8274 Fax: 540/473-8209

¹ Information obtained from www.courts.state.va.us/courts/courts.html.

COUNTY/CITY	CLERK	ADDRESS	PHONE
Bristol City	Judy L. Orfield	City Hall 497 Cumberland Street Bristol, VA 24201	Tel: 276/645-7321 Fax: 276/645-7345
Brunswick	V. Earl Stanley Jr.	216 North Main Street Lawrenceville, VA 23868-0160	Tel: 434/848-2215 Fax: 434/848-4307
Buchanan	Jim M. Bevins Jr.	P. O. Box 849 Courthouse Grundy, VA 24614	Tel: 276/935-6567 Fax:
Buckingham	Malcolm Booker Jr.	P. O. Box 107 Buckingham, VA 23921-0107	Tel: 434/969-4734 Fax: 434/969-2043
Buena Vista	Judy Snider	Municipal Building 2039 Sycamore Avenue Buena Vista, VA 24416	Tel: 540/261-8627 Ext. 127 Fax: 540/261-8625
Campbell	Deborah E. Hughes	P. O. Box 7 732 Village Highway Rustburg, VA 24588-0007	Tel: 434/592-9517 Fax:
Caroline	Ray S. Campbell Jr.	P. O. Box 309 Courthouse Lane Bowling Green, VA 22427-0309	Tel: 804/633-5800 Fax:
Carroll	Carolyn H. Honeycutt	P. O. Box 218 605 Pine Street Hillsville, VA 24343-0218	Tel: 276/728-3117 Fax: 276/728-0255
Charles City	Thomas R. Williams	P. O. Box 86 10702 Courthouse Road Charles City, VA 23030-0086	Tel: 804/829-9212 804/829-9213 Fax: 804/829-5647
Charlotte	Stuart B. Fallen	P. O. Box 38 Charlotte Courthouse, VA 23923-0038	Tel: 434/542-5147 Fax: 434/542-4336
Charlottesville	Paul C. Garrett	315 East High Street Charlottesville, VA 22901	Tel: 434/970-3766 Fax:
Chesapeake		General District and Circuit Court Building 307 Albemarle Dr., Suite 300A Chesapeake, VA 23322-5579	Tel: (757) 382-3000 Fax:
Chesterfield	Judy L. Worthington	P. O. Box 125 9500 Courthouse Road Chesterfield, VA 23832-0125 P.O. Box 57 (Judges)	Tel: 804/748-1241 Fax: 804/796-5625
Clarke	Helen Butts	P. O. Box 189 102 N. Church Street Berryville, VA 22611-0189	Tel: 540/955-5116 Fax: 540/955-0284
Colonial Heights	Stacy L. Stafford	401 Temple Avenue Colonial Heights, VA 23834	Tel: 804/520-9364 Fax:
Craig	Peggy B. Elmore	P. O. Box 185 Courthouse, 303 Main Street New Castle, VA 24127-0185	Tel: 540/864-6141 Fax: 540/864-7471
Culpeper	Patricia M. Payne	Courthouse Building 135 W. Cameron Street Culpeper, VA 22701-3097	Tel: 540/727-3438 Fax:

COUNTY/CITY	CLERK	ADDRESS	PHONE
Cumberland	Carol Ownby	P. O. Box 8 Cumberland, VA 23040-0008	Tel: 804/492-4442 Fax: 804/492-4876
Danville	Gerald A. Gibson	P. O. Box 3300 401 Patton Street Danville, VA 24543	Tel: (434) 799-5168 Fax: (434) 799-6502
Dickenson	Joseph H. Tate	Box 190 Main Street Clintwood, VA 24228-0190	Tel: 276/926-1616 Fax: 276/926-6465
Dinwiddie	Annie L. Williams	P. O. Box 63 Dinwiddie, VA 23841-0063	Tel: 804/469-4540 Fax:
Essex	Gayle Ashworth	P. O. Box 445 305 Prince Street Tappahannock, VA 22560	Tel: 804/443-3541 804/443-4381
Fairfax	John Frey	Jennings Building Judicial Center 4110 Chain Bridge Road Fairfax, VA 22030	Tel: 703-691-7320 Fax:
Fauquier	Gail Barth	40 Culpeper St. Warrenton, VA. 20186	Tel: 540/347-8610 Fax: 540/347-0512
Floyd	Wendell G. Peters	100 E. Main Street Room 200 Floyd, VA 24091	Tel: (540) 745-9330 Fax: (540) 745-9303
Fluvanna	Bouson E. Peterson Jr.	P. O. Box 550 Main St. and South Court Green Palmyra, VA 22963	Tel: 434/591-1970 Fax: 434/591-1971
Franklin	Alice Hall	P.O. Box 567 275 South Main Street Suite 212 Rocky Mount, VA 24151 P.O. Box 601 (Judge)	Tel: 540/483-3065 Fax: 540/483-3042
Frederick	Rebecca P. Hogan	5 North Kent Street Winchester, VA 22601	Tel: 540/667-5770 Fax: 540/667-6638
Fredericksburg	Sharron S. Mitchell	815 Princess Anne Street P. O. Box 359 Fredericksburg, VA 22404- 0359	Tel: 540/372-1066 Fax: 540/310-0637
Giles	Scarlet B. Ratcliffe	P. O. Box 502 501 Wenonah Avenue Pearisburg, VA 24134	Tel: 540/921-1722 Fax: 540/921-3825
Gloucester	C. Ann Gentry	P. O. Box 2118 6489 Main Street Gloucester, VA 23061-2118	Tel: 804/693-2502 Fax: 804/693-2186
Goochland	Lee Grubbs Turner	P. O. Box 196 2938 River Road West Goochland, VA 23063	Tel: 804/556-5353
Grayson	Charles T. Sturgill	P. O. Box 130 129 Davis Street Independence, VA 24348-0130	Tel: 276/773-2231 Fax: 276/773-3338
Greene	Marie C. Durrer	P. O. Box 386 Standardsville, VA 22973-0386	Tel: 434/985-5208 Fax: 434/985-6723

COUNTY/CITY	CLERK	ADDRESS	PHONE
Greensville	Robert C. Wrenn	P. O. Box 631 337 South Main Street Emporia, VA 23847-0631	Tel: 434/348-4215 Fax: 434/348-4020
Halifax	Robert W. Conner	P. O. Box 729 Main Street Halifax, VA 24558-0729	Tel: 434/476-6211 Fax: 434/476-2890
Hampton	James P. Bohnaker	P. O. Box 40 101 King's Way Mall Hampton, VA 23669-0040	Tel: 757/727-6106 Fax: 757/728-3505
Hanover		7507 Library Dr. Hanover, VA 23069	Tel: (804) 365-6151
Henrico	Yvonne G. Smith	P.O. Box 27032 Richmond, VA 23273 Delivery Address: 4301 E. Parham Road Richmond, VA 23228	Tel: (804) 501-5334
Henry	Vickie Stone Helmstutler	Suite B 3160 Kings Mountain Rd. Martinsville, VA 24112-3966	Tel: 276/634-4880
Highland	Sue K. Dudley	P. O. Box 190 Monterey, VA 24465-0190	Tel: 540/468-2447 Fax: 540/468-3447
Hopewell	Barbara S. Davis	P. O. Box 354 100 E. Broadway Room 251 Hopewell, VA 23860	Tel: 804/541-2239 Fax: 804/541-2438
Isle of Wight	William E. Laine Jr.	17122 Monument Circle Isle of Wight, VA 23397	Tel: 757/365-6233
James City County/ Williamsburg	Betsy B. Woolridge	5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218	Tel: 757/564-2242 Fax: 757/564-2329
King and Queen	Deborah F. Longest	P. O. Box 67 Court House King And Queen, VA 23085-0067	Tel: 804/785-5984 Fax: 804/785-5698
King George	Charles V. Mason	9483 Kings Highway #3 King George, VA 22485-0105	Tel: 540/775-3322
King William	Patricia M. Norman	P. O. Box 216 King William, VA 23086-0216	Tel: 804/769-4936 804/769-4937 804/769-4938 Fax: 804/769-4991
Lancaster	Constance Kennedy	P. O. Box 99 Lancaster, VA 22503	Tel: 804/462-5611 Fax: 804/462-9978
Lee	Benjamin F. Davidson	P. O. Box 326 Main Street Jonesville, VA 24263-0326	Tel: 276/346-7763 Fax: 276/346-3440
Loudoun	Gary M. Clemens	P. O. Box 550 18 E. Market St. Leesburg, VA 20178	Tel: 703/777-0270 Fax: 703/777-0376
Louisa	Susan R. Hopkins	Box 37 100 W. Main Street Louisa, VA 23093-0037	Tel: 540/967-5312 Fax: 540/967-2705

COUNTY/CITY	CLERK	ADDRESS	PHONE
Lunenburg	Gordon F. Erby	11435 Courthouse Road Lunenburg, VA 23952	Tel: 434/696-2230 Fax: 434/696-3931
Lynchburg	Larry B. Palmer	P. O. Box 4 900 Court Street Lynchburg, VA 24505-0004	Tel: 434/847-1590 Fax: 434/847-1864
Madison	Caroline Watts	P. O. Box 220 100 Court Square, Main Street Madison, VA 22727-0220	Tel: 540/948-6888 Fax: 540/948-3759
Martinsville	Ashby R. Pritchett	P. O. Box 1206 55 W. Church Street Martinsville, VA 24114-1206	Tel: 276/656-5106 Fax: 276/656-5232
Mathews	Hon E. E. Callis III	P. O. Box 463 Court Street Mathews, VA 23109	Tel: 804/725-2550
Mecklenburg	E. E. Coleman Jr.	P. O. Box 530 Courthouse Boydton, VA 23917-0530	Tel: 434/738-6191 Ext. 298 Fax: 434/738-6861
Middlesex	Peggy W. Walton	P O Box 158 Routes 17 & 33 Courthouse Saluda, VA 23149	Tel: 804/758-5317 Fax: 804/758-5317
Montgomery	Allan C. Burke	P. O. Box 6309 1 E. Main Street, Suite B-5 Christiansburg, VA 24068-6309	Tel: 540/382-5760 Fax: 540/382-6937
Nelson	Judy Stevens Smythers	P. O. Box 10 84 Courthouse Square, 1st Floor Lovingston, VA 22949-0010	Tel: 434/263-7020 Fax: 434/263-7027
New Kent	Barbara U. Gregory	P. O. Box 98 Courthouse 12001 Courthouse Circle New Kent, VA 23124-0098	Tel: 804/966-9520 Fax: 804/966-9528
Newport News	Rex A. Davis	2500 Washington Avenue Newport News, VA 23607	Tel: (757) 926-8561 Fax: (757) 926-8561
Norfolk	Albert Teich Jr.	100 St. Paul's Boulevard Norfolk, VA 23510	Tel: 757/664-4380
Northampton	Kenneth F. Arnold	P.O. Box 36 16404 Courthouse Road Eastville, VA 23347-0036	Tel: 757/678-0465 Fax: 757/678-5410
Northumberland	J. Steve Thomas Sr.	P. O. Box 217 39 Judicial Place Heathsville, VA 22473-0217	Tel: 804/580-3700 Fax: 804/580-2261
Nottoway	James W. King	P. O. Box 25 Nottoway, VA 23955-0025	Tel: 434/645-9043 Fax: 434/645-2201
Orange	Linda S. Timmons	P. O. Box 230 127 Bellevue Avenue Orange, VA 22960	Tel: 540/672-4030 Fax: 540/672-2939
Page	C. R. Wilson	116 South Court Street Suite A Luray, VA 22835	Tel: 540/743-4064 540/743-6902 Fax: 540/743-2338
Patrick	Susan C. Gasperini	P. O. Box 148 Main Street Stuart, VA 24171-0148	Tel: 540/694-7213 Fax: 540/694-6943

COUNTY/CITY	CLERK	ADDRESS	PHONE
Petersburg	Benjamin O. Scott	7 Courthouse Avenue Petersburg, VA 23803	Tel: 804/733-2367 Fax: 804/732-5548
Pittsylvania	H. F. Haymore Jr.	Drawer 31 3 N. Main Street Chatham, VA 24531	Tel: 434/432-7887 Fax: 434/432-7851
Portsmouth	Cynthia P. Morrison	P. O. Box 1217 601 Crawford Parkway Portsmouth, VA 23705-1217	Tel: 757/393-8671
Powhatan	William E. Maxey Jr.	P. O. Box 37 3880 Old Buckingham Road Suite C Powhatan, VA 23139-0037	Tel: 804/598-5660 Fax: 804/598-5608
Prince Edward	Frank L. Overton	Courthouse Building P. O. Box 304 North Main Street Farmville, VA 23901-0304	Tel: 434/392-5145 Fax: 434/392-3913
Prince George	Bishop Knott Jr.	P. O. Box 98 6601 Courts Drive Prince George, VA 23875-0098	Tel: 804/733-2640 Fax: 804/861-5721
Prince William	David C. Mabie	9311 Lee Avenue Manassas, VA 20110	Tel: 703/792-6015 Fax: 703/792-4721
Pulaski	R. Glennwood Lookabill	45 Third Street, NW Suite 101 Pulaski, VA 24301	Tel: 540/980-7825 Fax: 540/980-7835
Radford	Zelda S. Vaughn	619 Second Street, West Radford, VA 24141	Tel: 540/731-3610 Fax: 540/731-3612
Rappahannock	Diane Bruce	238 Gay Street P. O. Box 517 Washington, VA 22747-0517	Tel: 540/675-5350 Fax: 540/675-5351
Richmond	Bevill M. Dean	400 North Ninth Street John Marshall Courts Building Richmond, VA 23219	Tel: 804/646-6505 Fax: 804/646-6562
Richmond County	Rosa S. Forrester	P. O. Box 1000 101 Court Circle Warsaw, VA 22572-0956	Tel: 804/333-3781 Fax: 804/333-5396
Richmond Manchester	Bevill M. Dean	10th & Hull Streets Manchester Courthouse Richmond, VA 23224-0129	Tel: 804/646-8470 Fax: 804/646-8122
Roanoke City	Arthur B. Crush, III	315 Church Avenue, S.W. Courthouse - 3rd Floor Roanoke, VA 24016	Tel: (540) 853-6702 Fax: (540) 853-1024
Roanoke County	Steven A. McGraw, Sr.	305 East Main Street, Room 200 P. O. Box 1126 Salem, Virginia 24153-1126	Tel: (540) 387-6205 Fax: (540) 387-6145
Rockbridge	D. Bruce Patterson	Courthouse 2 South Main Street Lexington, VA 24450	Tel: 540/463-2232 Fax: 540/463-3850
Rockingham	L. Wayne Harper	Rockingham County Courthouse Court Square Harrisonburg, VA 22801	Tel: (540) 564-3111

COUNTY/CITY	CLERK	ADDRESS	PHONE
Russell	Dollie M. Compton	P. O. Box 435 Main Street Lebanon, VA 24266-0435	Tel: 276/889-8023 Fax: 276/889-8003
Salem	Chance Crawford	2 East Calhoun Street Salem, VA 24153	Tel: 540/375-3067 Fax: 540/375-4039
Scott	Mark A. (Bo) Taylor	104 E. Jackson Street Suite 2 Gate City, VA 24251	Tel: 276/386-3801 Fax: 276/386-2430
Shenandoah	Denise F. Barb	112 South Main Street Woodstock, Virginia 22664	Tel: 540/459-6150 Fax: 540/459-6155
Smyth	Jimmy L. Warren	P. O. Box 1025 Main Street Marion, VA 24354-1025	Tel: 276/782-4044 Fax: 276/782-4045
Southampton	Wayne M. Cosby	P. O. Box 190 22350 Main Street Courtland, VA 23837	Tel: 757/653-2200
Spotsylvania	Paul M. Metzger	P. O. Box 96 9113 Courthouse Road Spotsylvania, VA 22553-0096	Tel: 540/582-7090 Fax: 540/582-2169
Stafford		Courthouse 1300 Courthouse Road, Stafford, VA 22555	Tel: 540-658-8750 Fax:
Staunton	Thomas E. Roberts	P. O. Box 1286 113 E. Beverley Street Staunton, VA 24402-1286	Tel: 540/332-3874 Fax: 540/332-3970
Suffolk	Henry C. Murden	P. O. Box 1604 Mills E. Godwin, Jr. Courts Bldg. 150 North Main Street Suffolk, VA 23439-1604	Tel: 757/923-2251 Fax: 757/934-3490
Surry	Gail P. Clayton	P. O. Box 203 28 Colonial Trail East Routes 10 And 31 Surry, VA 23883-0203	Tel: 757/294-3161 Fax: 757/294-0471
Sussex	Gary M. Williams	P. O. Box 1337 15088 Courthouse Road Route 735 Sussex, VA 23884	Tel: 434/246-5511 Ext. 3213 Fax: 434/246-2203
Tazewell	James E. Blevins	P.O. Box 968 Courthouse -- 101 Main Street Tazewell, VA 24651-0968	Tel: 276/988-1222 Fax: 276/988-7501
Virginia Beach	J. Curtis Fruit	Judicial Center 2425 Nimmo Parkway Virginia Beach, VA 23456	Tel: 757/427-4181 Fax: 757/426-5686
Warren	Jennifer R. Sims	1 East Main Street Front Royal, VA 22630	Tel: 540/635-2435 Fax: 540/636-3274
Washington	Kathy P. Crane	P.O. Box 289 189 East Main Street Abingdon, VA 24212-0289	Tel: 276/676-6224 276/676-6226 Fax: 276/676-6218

COUNTY/CITY	CLERK	ADDRESS	PHONE
Waynesboro	Jeanette J. Akers	250 South Wayne Avenue P.O. Box 910 Waynesboro, VA 22980-0910	Tel: 540/942-6616 Fax: 540/942-6774
Westmoreland	Gwynne J. Chatham	P. O. Box 307 Courthouse Montross, VA 22520-0307	Tel: 804/493-0108 Fax: 804/493-0393
Williamsburg James City County	Betsy B. Woolridge	5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218	Tel: 757/564-2242 Fax: 757/564-2329
Winchester	Michael M. Foreman	5 North Kent Street Winchester, Virginia 22601	Tel: 540/667-5770 Fax: 540/667-6638
Wise	Jack Kennedy	P.O. Box 1248 206 E. Main Street, Court House Wise, Virginia 24293-1248	Tel: 276/328-6111 Fax: 276/328-0039
Wythe	Hayden H. Horney	Circuit Court Building 225 S. Fourth Street Room 105 Wytheville, VA 24382	Tel: 276/223-6050 Fax: 276/223-6057
York	Lynn S. Jenkins	300 Ballard Street P.O. Box 371 Yorktown, Virginia 23690	Tel: 757-890-3350

ATTACHMENT E

PETITION FOR APPROVAL OF THE RIGHT TO BE ELIGIBLE TO REGISTER TO VOTE AND VIRGINIA VOTER REGISTRATION APPLICATION FORMS

Information about the Petition for Approval of the Right to Be Eligible to Register to Vote

If you are not qualified to vote because you have been convicted of a felony, you may be eligible to petition a circuit court for approval of your right to register to vote. If you are eligible to petition a circuit court and if the court approves your petition, then the Governor of Virginia will decide whether or not to restore your right to register to vote. By itself, circuit court approval of your petition does not give you back the right to register to vote. The Governor must also approve.

A felony conviction causes a person to lose other civil rights in addition to the right to vote. Even if your petition is approved by the court and approved by the Governor, only your right to vote will be restored, not these other civil rights. To seek to have these other civil rights restored in addition to your right to vote, you must ask the Governor through the Secretary of the Commonwealth.²

Information About Registering to Vote

To improve your chances of successful registration, you should do the following:

- Complete all information blocks on the application. If any information requested does not apply to you, indicate such by writing the word “NONE” or “N/A” in that space
- Sign and date the registration application
- File your completed application either by mailing to the pre-printed addressed or delivering it to a local registration office

Failure to complete the form properly could result in your registration being delayed or denied. Virginia’s voter registration application form requires the applicant to provide his/her full name, including the maiden name and any other prior legal name; age; gender; date and place of birth; social security number, if any; whether the person is presently a United States citizen; resident address of place of abode and date of residence in the precinct; place of last previous registration to vote; whether you have ever been adjudicated to be mentally incompetent or convicted of a felony and, if so, under what circumstance your right to vote has been restored. Also, unless physically or educationally unable, you must sign the application. Note that you must provide your social security number, if any, when applying to register to vote in Virginia. Therefore, if you do not provide your social security number, your application for voter registration will be denied. State and local voting officials will use your social security number as a unique identifier to insure that no person is registered in more than one place. Records containing your social security number will not be open to inspection by the public. Your social security number will appear on reports produced only for official use by voter registration and election officials, and for jury selection purposes by courts. In providing your place of abode, keep in mind that a place of abode is a physical place in which you live. Property on which there is no dwelling does not qualify. A business address does not qualify unless you have living quarters there and live in no other place. You may have many physical places in which you live but only one of them may be your domicile. A new domicile is not attained until the old one has been abandoned.

You will be notified if your application is not accepted for any reason. Any applicant who does not receive either a voter registration card or denial notice by the registration deadline should contact their local registrar’s office.

Please note, however, that processing of an application can take up to three weeks.³

² Information obtained from <http://www.courts.state.va.us/forms/circuit/home.html>

³ Information obtained from <http://www.sbe.state.va.us/VotRegServ/reg2vote.htm#Who%20May%20Register%20To%20Vote>

**For voting restoration assistance call
1.800.388.6744**



**PETITION FOR APPROVAL OF THE RIGHT TO BE
ELIGIBLE TO REGISTER TO VOTE**
COMMONWEALTH OF VIRGINIA

Case No. _____

To the Circuit Court of _____

I, _____, hereby petition this court for approval of this petition seeking
restoration of my eligibility to register to vote. In support of this petition, I state that the following information is true:

NAME OF PETITIONER

1. My current address and telephone number are: _____

TELEPHONE NUMBER

2. The felony conviction(s) which led to the loss of my civil rights was (were) _____

NAME AND CODE SECTION OF VIOLATION(S)

, for which I was convicted on _____

DATE

in _____

COURT

☐ ATTACHED ADDITIONAL SHEET(S)

3. As a result of the conviction(s), I received a sentence of _____,

of which _____ was suspended.



I was placed on probation for _____

4. I am not currently on probation or parole, nor am I subject to any suspended sentence.

5. At least five years have passed since the completion of any sentence and any modification of sentence, including all periods of probation or parole and any suspension of sentence.

6. I have not been convicted of any criminal violation during the period set out in paragraph 5 above. I understand that this affirmation does not include convictions for traffic infractions.

7. I have demonstrated civic responsibility through the following community or comparable service:

☐ ATTACHED ADDITIONAL SHEET(S)



In support of this petition, the following documents are attached:

Based on the above, I petition this Court under Virginia Code § 53.1-231.2 for approval of my eligibility to register to vote.

DATE

SIGNATURE OF PETITIONER

**For voting restoration assistance call
1.800.388.6744**



VIRGINIA VOTER REGISTRATION APPLICATION FORM

Use this form to register to vote in Virginia or report a change in name or address.

To register to vote in Virginia, you must:

- ✓ Be a **United States citizen**
- ✓ Be a **resident of Virginia**
- ✓ Be **18 years old by the next general election**
- ✓ Have **had your voting rights restored** if you have ever been convicted of a felony
- ✓ Have **had your capacity restored** if you have ever been declared mentally incapacitated in a Circuit Court.

IMPORTANT!


DEADLINE: 29 DAYS BEFORE THE ELECTION

This form must be postmarked (or delivered to the county or city voter registration office or DMV) no later than 29 days before the election in which you plan to vote. However, if you are already registered to vote at your current address, you do not need to re-register. Photocopies of this application are accepted with an original signature. The only time faxes are accepted is for an address change.

PRIVACY ACT NOTICE: Article II, Section 2 of the Constitution of Virginia (1971) requires that a person registering to vote provide his or her social security number, if any. Therefore, if you do not provide your social security number, your application for voter registration will be denied. Section 7 of the Federal Privacy Act (Public Law Number 93-579) allows the Commonwealth to enforce this requirement, but also requires that you be advised that state and local voting officials will use the social security number as a unique identifier to ensure that no person is registered in more than one place. This registration card will not be open to inspection by the public. Your social security number will appear on reports produced only for official use by voter registration and election officials, and for jury selection purposes by courts.

WARNING: INTENTIONALLY MAKING A FALSE STATEMENT ON THE VOTER REGISTRATION APPLICATION CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IMPRISONMENT, OR UP TO 12 MONTHS IN JAIL, AND FINED UP TO \$2,500.

ATTENTION: You must answer the boxes 1 – 11. If you do not complete all of the specified boxes your application will be denied. Once your local registrar approves your application, you should receive a voter card.

1	Commonwealth of Virginia PREVIOUS VOTER REGISTRATION INFORMATION (REQUIRED)				
	<input type="checkbox"/> NO I have never registered to vote in the past. ► If NO, skip to Box 2. <input type="checkbox"/> YES I am registered to vote at another address in Virginia or in another state. ► If YES, the information below must be completed. FULL LEGAL NAME _____ DATE OF BIRTH _____ ADDRESS AT WHICH YOU WERE PREVIOUSLY REGISTERED TO VOTE _____ CITY/TOWN _____ STATE _____ ZIP CODE _____ CITY/COUNTY/TOWN OF RESIDENCE (IF APPLICABLE) _____ This cancellation information will be sent to the county or city and state you entered above. VIRGINIA - 1				
2	Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will you be 18 years of age on or before election day? <input type="checkbox"/> YES <input type="checkbox"/> NO		If you checked 'no' in response to either of these questions, do not complete this form.
3	SOCIAL SECURITY NUMBER _____		4	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
5	DATE OF BIRTH M M / D D / Y Y Y Y				
6	LAST NAME [Print] _____ FIRST NAME _____ FULL MIDDLE OR MAIDEN NAME _____ SUFFIX [JR., SR., III, ETC.] _____		DAYTIME TELEPHONE NUMBER _____		
7	RESIDENCE /HOME ADDRESS (IF RURAL ADDRESS, DESCRIBE BELOW) _____ APT/UNIT/LOT/RM/SUITE _____ CITY OR TOWN _____ ZIP CODE _____				
	IF RURAL ADDRESS, DESCRIBE WHERE YOUR HOUSE IS LOCATED (I.E., WHAT IS THE STATE ROAD NUMBER WHERE YOUR HOUSE IS LOCATED? WHICH SIDE OF THE ROAD – NORTH, EAST, ETC.; NEAREST LANDMARK) _____				
	MAILING ADDRESS (if different) VIRGINIA P. O. BOX OR UNIFORMED SERVICE ADDRESS, IF APPLICABLE [INCLUDE ZIP CODE] _____		8	NAME OF CITY OR COUNTY OF RESIDENCE <input type="checkbox"/> CITY OR <input type="checkbox"/> COUNTY OF _____	
9	• HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO • IF YES, HAVE YOUR VOTING RIGHTS BEEN RESTORED? <input type="checkbox"/> YES <input type="checkbox"/> NO • IF YES, WHEN RESTORED? (REQUIRED) MO _____ DAY _____ YEAR _____		10	• HAVE YOU EVER BEEN JUDGED MENTALLY INCAPACITATED? <input type="checkbox"/> YES <input type="checkbox"/> NO • IF YES, HAS COURT RESTORED YOU TO CAPACITY? <input type="checkbox"/> YES <input type="checkbox"/> NO • IF YES, WHEN RESTORED? (REQUIRED) MO _____ DAY _____ YEAR _____	
11	REGISTRATION STATEMENT: I SWEAR/AFFIRM, UNDER FELONY PENALTY FOR MAKING WILLFULLY FALSE MATERIAL STATEMENTS OR ENTRIES, THAT I AM A U.S. CITIZEN AND A RESIDENT OF VIRGINIA, THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE, I AUTHORIZE THE CANCELLATION (ENTERED IN BOX 1 ABOVE) OF MY CURRENT REGISTRATION, AND I HAVE READ THE PRIVACY ACT NOTICE ABOVE. ↓ REMINDER: SIGN HERE FOR VOTER REGISTRATION (OR MARK IF UNABLE TO SIGN). SIGN HERE  _____ DATE → _____ If applicant is unable to sign, write below the name/address of person who assisted: (REQUIRED) _____				
<input type="checkbox"/> Yes, I am interested in working as an Election Official on Election Day. Please send me information.		<input type="checkbox"/> If you are active or retired law enforcement , or if you have been granted a protective court order , you may request that your home address not be released. You must show a Virginia P.O. box under mailing address in Box 7 above. <input type="checkbox"/> ACTIVE/RET LAW ENFORCEMENT <input type="checkbox"/> PROTECTIVE COURT ORDER			<input type="checkbox"/> Check here if you have a disability that requires accommodation in order to vote.
REGISTRATION DATE	PCT	TOWN CODE	DENIAL DATE & REASON		COMMENTS

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